

~~SECRET~~Memorandum **CONFIDENTIAL**

TO : Director of Training

DATE: 19 October 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 32

12 - 18 October 1965

1. On 12 October Chief IS briefed the CT Introduction to Intelligence class on "The History of U.S. Intelligence." The response of the group and the informal discussion following the briefing indicated that this contingent of CT's is unusually alert and well motivated.

2. On 13 October Chief IS was called by Mr. Alexander Davitt, Director of the State Department's junior officer training program. The State group will be given a one-day Agency briefing program in room 1A-07 in Headquarters Building on 9 November. Chief IS will meet with Mr. Davitt at lunch on 20 October to discuss the coverage of the one-day program.

3. On 18 October, at DDTR's request, Chief IS called [redacted] and discussed the Task Force's general requirement for a five-day orientation program. Later on 18 October Larry [redacted] and discussed some of the details. Another meeting is scheduled for 21 October to outline the program and determine time and place. A full report of plans will be submitted to DTR at the end of this week.

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Attachment: Reports

DOCUMENT NO. _____

NO CHANGE IN CLASS. DECLASSIFIED

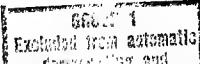
CLASS. CHANGED TO: TS S 12

NEXT REVIEW DATE: _____

AUTH: MR TO-2

DATE: 17-182

REVIEWER: 806199

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Memorandum

TO : Chief/Intelligence School

DATE: 18 October 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 32
11 - 15 October 1965

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SENIOR MANAGEMENT SEMINAR

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B
This seminar got underway Sunday, 17 October, with thirty-four students. The 35th student, [redacted], RID, was unable to go at the last minute because of a badly sprained ankle. He plans, however, to join the group Tuesday morning. Twenty

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[redacted]

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[redacted]

IDEAS AND AUTHORS

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B
On 13 October [redacted] attended the second session of the Civil Service Commission-sponsored Ideas and Authors Series. The guest speaker was David Moment, Assistant Professor of Business Administration, Harvard Business School; the discussion topic was Professor Moment's recently-published book entitled "The Dynamics of Interpersonal Behavior." Mr.

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B
[redacted] reported that one of the most striking things about the all-day session was the frequency of reference to Dr. Robert Blake and his Managerial Grid, not only by the principal speaker but by others participating in the program.

LISTENING PROGRAM

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[redacted] reports a worthwhile two-day session on listening at the University of Michigan with Dr. Ralph Nichols of the

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University of Minnesota. Information and materials were received which will be of value in expanding the communications portion of our courses in management and supervision.



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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 15 October 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 32
11 - 15 October 1965

1. Number in Clerical Induction Training: During the week of 4 - 8 October 1965, there were 74 trainees in Clerical Induction Training; of these 26 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 4 - 8 October 1965, there were 15 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 4 - 8 October 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	16	6
Shorthand	8	3

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 4 - 8 October 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	44	
Typewriting	21	4
Shorthand	4	1
Card Punch Operator		
Aptitude Test	3	



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GROUP 1
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declassification

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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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Weekly Activities Report, No. 32
11 - 15 October 1965

5. Results of Official Agency Testing Administered by Clerical Refresher: The results of the tests administered to on-the-job Agency employees on 11 and 12 October 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	5	0
Shorthand	8	2

25X1A 6. Personnel on Leave: During the week of 11 - 15 October 1965, of this Faculty was on annual leave.

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OPTIONAL FORM NO. 10
5010-104
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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 18 October 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 32
11 October - 15 October 1965

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1. At NPIC's request

[redacted] and [redacted] to discuss the possibility of giving an Intelligence Research (Techniques) Course tailored to the needs of NPIC's Collateral Support Division. This division does research in support of the photo interpreters, and its researchers need to be acquainted in detail with the capabilities of repositories in the Washington area to meet their needs. It was tentatively agreed to give two runnings of the course, one between 12 November and Christmas, and the other during the 11 February - 18 April period. The two courses can thus be sandwiched in between the CT courses. NPIC guarantees a minimum of 10 students in each running, and expects that it will need more runnings in the last half of 1966.

2. Fourteen students successfully completed the Map and Photo Interpretation Course on 15 October. On Tuesday the students went on an aerial reconnaissance flight leaving Washington at 0930. The flight went to the Pittsburgh area and then on to Cleveland where the aircraft landed for a lunch stop. After lunch, the flight went across Pennsylvania to Baltimore, to Annapolis, and then back to Washington landing at 1600.

3. The Bethlehem Steel Company's Sparrows Point Plant, the largest in the U.S., was photographed at a low altitude of 600 feet while the airplane was over the Baltimore area. On Wednesday, the students toured the Sparrows Point steel plant as guests of the Bethlehem Steel Company. The students had done a photographic interpretation study of the plant before flying over it on Tuesday and visiting it on Wednesday. The tour provided them with an opportunity to compare their interpretation and analysis of the plant from photography with the actual facilities as seen on the ground. The tour lasted from 0930 to 1400, and was followed by cocktails and lunch provided by the Bethlehem Company. Transportation for the day was by chartered bus.

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GROUP 1
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3. Preparations are now nearly complete for the Intelligence Techniques and Intelligence Production Courses, both of which begin on the same day and hour: 0830 on 25 Oct. Both courses will be large in size, and size is a major problem, particularly in the IPC. The IPC as it was originally designed, and as it now continues to function, is a small, intimate, seminar type of course. The members of the seminar meet all the key people in the DDI in the privacy of their own offices, and have discussions with them. They also talk with working level DDI people at their desks, and have "bull session" seminar discussions of the people they have met, the kind of work they do, and whether they could put forth their best efforts in such and such an office. Obviously this kind of instruction works well with a group of ten or less, and works less well with over ten. Nevertheless, the course is bound to be of value to everybody, even the young ladies headed for the DDP. No one, for example, could spend a whole day in the office of Sherman Kent as his personal guest without getting some good out of it.

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